



TOWN OF RIVERHEAD ANIMAL CONTROL
200 HOWELL AVENUE, RIVERHEAD, NY 11901
Shelter: 369-6189, Emergency: 727-4500, Town Hall 727-3200

VOLUNTEER APPLICATION

Volunteers are an important part of the Town of Riverhead Animal Shelter and we welcome those who wish to participate in the shelter's programs. Community volunteers assist our animal care attendants with a variety of duties, such as tending to the kennels, and exercising and grooming sheltered animals to make them look and feel better while awaiting adoption. Volunteers also seek and collect funds to aid in the care and treatment of sick or injured animals. We would like to invite you to join our team of volunteers. If you are interested in volunteering, please read the enclosed materials carefully. Complete the application, read, and sign the volunteer agreement.

Below are some activities that animal shelter volunteers may be assigned to:

ANIMAL WALKER: Assist in socialization of animals available for adoption by walking them in a specified area. Volunteers are encouraged to interact with animals by talking, brushing, and playful contact. Help provide our animals with companionship, exercise and socialization.

GROOMING ASSISTANT: Assist caretakers with grooming of animals at the shelter. Help make our companion animals more comfortable, presentable and acceptable.

ANIMAL CARE ASSISTANT: Clean, exercise, and socialize companion animals at the shelter. Be prepared to work hard, get dirty, but have fun too.

VOLUNTEER COORDINATOR: Assist the office staff with coordination of volunteer applications, duties and scheduling.

Under no circumstances, will any volunteer work at the Riverhead Animal Shelter without an Animal Control Officer or Kennel Attendant present on site.

Arrangements will be made for volunteers willing to offer special skills to meet with appropriate staff. Animal shelter volunteers are persons who are interested in enriching the lives of shelter animals. They do this by spending time with them, coaching them, loving them, bathing them and helping find good homes for them.

Thank you for your interest in the shelter. The mission of the shelter's volunteer program is to help provide the best quality care for the shelter's animals and to find suitable homes for as many of our adoptable animals as possible. Our purpose is to protect and enhance the lives of lost, unwanted and homeless animals.

We look forward to working with you to make the world a more humane place for animals.

VOLUNTEER APPLICATION

Name: _____ Age _____ Date _____
(Must be at least 18 yrs. of age)

Home Address _____

Home Phone _____ Work Phone _____ Cell Phone _____

Do you have a valid driver's license? _____ Do you have access to a vehicle? _____

Do you have any allergies, physical, or psychological conditions that might affect your volunteer work? _____ If yes, please describe: _____

Do you have any pets? _____

If yes, how many and what type? _____

Have you adopted from us? _____ If yes, when? _____

Are you a member of any other animal organization? _____

If yes, what organization and for how long? _____

How do you participate? _____

Are you acquainted with a Town or Riverhead Animal Shelter employee or volunteer? _____

(Employee Name: _____ Relationship: _____)

Are you currently covered by health and/or accident insurance? _____

Have you ever been convicted of animal cruelty or neglect? _____

If yes, please explain _____

Please list two personal or business references:

Name: _____ Relationship: _____

Address: _____ Phone: _____

Name: _____ Relationship: _____

Address: _____ Phone: _____

In case of emergency, please notify:

Name: _____ Relationship: _____

Daytime phone: _____ Cell Phone: _____

SKILLS AND EXPERIENCE

Education (Please check all that apply):

High School ____ College ____ Post-Graduate ____ Currently a student at _____

Have you had any formal education in pet care or animal welfare? _____

If yes: Where: _____ When: _____ Type of Training: _____

SKILLS

(Please check all that apply)

Office/Administration ____

Writing/Editing ____

Public Speaking ____

Photography 1 ____

Public Relations ____

Art/Design ____

Fund Raising ____

Computers ____

Education ____

Typing ____

Landscaping ____

PLACEMENT

Please check the programs you believe
could best use your skills

Adoption follow-up ____

Humane Education ____

Fund Raising ____

Publicity/Outreach ____

Photography ____

Publications ____

Legal ____

Web Site ____

Animal Walking ____

Cat Cuddling ____

Grounds ____

Please include any additional information about your skills and experience, which may assist us
in placing you:

AVAILABILITY

There is a required minimum of at least 8 hours per month and a 3-month commitment. (We are not accepting temporary volunteers seeking to satisfy a community service requirement.)

When are you available to begin orientation and volunteering? _____

How many hours can you volunteer per week? _____

PLEASE CHECK THE DAYS & TIMES YOU ARE AVAILABLE

TIMES	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
8 am	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX
9 am	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX
10 am							
11 am							
12 pm							
1 pm							
2 pm							
3 pm							
4 pm	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX

Why do you wish to volunteer at the Riverhead Animal Shelter? _____

Would you be interested in acting as a Volunteer Coordinator? Yes _____ No _____

Do you have any questions or comments about the philosophy of the Riverhead Animal Shelter?

Do you have any specific animal welfare interests? _____



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RULES FOR VOLUNTEERS

We at the Riverhead Animal Shelter appreciate the donation of your valuable time to the animals in our kennels. Your cooperation and adherence to these simple rules will make our jobs and your volunteerism safer and more pleasurable for you, the employees and the animals in our care.

RULES AND REGULATIONS

1. Sign in and report to the duty staff person at each visit.
2. Do not feed animals any solid foods. Only biscuits and treats authorized by the Riverhead Animal Shelter are permitted, and only in kennels.
3. Only toys authorized by the Riverhead Animal Shelter may be given to animals and only in exercise pens.
4. For safety reasons, never leave an animal tied to the fence.
5. Always return an animal to the same kennel from which it was removed.
6. Never place more than one animal in a kennel at one time.
7. Always remain with the animal during exercise time. Never leave an animal unattended!
8. Do not distribute or post personal fliers or memos to constituents without the prior approval of the Department Head or Animal Control Officer.
9. Please park only in designated areas.
10. Volunteers may answer questions to members of the public inquiring about adoptions and about the facility and the animals of which they have knowledge. Any questions volunteers are not knowledgeable about should be referred to the staff for clarification.



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VOLUNTEER AGREEMENT

As a TOWN OF RIVERHEAD Animal Shelter Volunteer, you will be required to abide by the terms of a volunteer agreement. The Agreement below details what the TOWN OF RIVERHEAD will expect of you and what you can expect from the TOWN OF RIVERHEAD.

If accepted as a TOWN OF RIVERHEAD Volunteer, I, _____ indicate that I am 18 years of age, that I have read, and understand and agree to the following terms and conditions, intending to be legally bound by them:

1. I will abide by all TOWN OF RIVERHEAD policies and procedures.
2. I agree to be supervised by the Animal Control Officer, the Kennel Attendant, and/or whomever they designate. I will report directly to the Animal Control Officer or the Kennel Attendant in the Animal Control Officer's absence, with any problems that arise.
3. Under no circumstances, will I work at the Riverhead Animal Shelter without an Animal Control Officer or Kennel Attendant present on site.
4. I agree that my first three months will be a probationary period in which my work will be supervised and evaluated.
5. If I fail to abide by the terms of this agreement or am otherwise unable to meet program requirements, I will be terminated from the program.
6. I hereby assume all responsibility and risk of injury that might occur to me or my property and agree to indemnify, hold harmless, release and defend the TOWN OF RIVERHEAD, its animal control officers, agents, servants and employees from any and all claims or suits for property damage or loss, or personal injury, including death sustained by me in connection with my volunteer services, whether or not damages or injuries are caused directly or indirectly by the negligence of animal control officers, agents, servant or employees of the TOWN OF RIVERHEAD. I agree to indemnify and hold harmless the TOWN OF RIVERHEAD Animal Shelter, the TOWN OF RIVERHEAD, its Town Board, Officers, agents and employees from and against any and all liability whatsoever arising out of or related to my duties under this agreement or for any negligent act or omission by the TOWN OF RIVERHEAD Animal Shelter, the TOWN OF RIVERHEAD, its Town Board, Officers, agents and employees.
7. I further understand and agree that as a volunteer, I am not an Animal Control Officer, an agent or employee of the TOWN OF RIVERHEAD and that my service in volunteer activity shall not be construed or interpreted as that of an officer, agents or employees of the TOWN OF RIVERHEAD and that the doctrine of respondent superior shall not apply between the TOWN OF RIVERHEAD and me.
8. I understand that I may at any time, with or without cause, be removed from my position as volunteer subject to review by the Town of Riverhead Animal Advisory Board.

Agreed to this ____-day of ____, 20____, in Riverhead, New York.

Signature _____

Name (printed) _____

Address: _____

Subscribed and sworn to me on this the ____ day of _____, 20____.

Notary Public in and for the State of New York

My commission expires: _____

Type or print notary name _____